

**The Chemical Weapons Convention**  
**Declaration and Report Handbook**  
**for Schedule 3 Chemicals**

**December 1999**

(Revised January 2001)



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## **SECTION 1: INTRODUCTION**

### Background

On April 25, 1997, the United States ratified the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction (Chemical Weapons Convention, Convention or CWC), which requires initial and annual declarations and reports on activities involving Schedule 1, Schedule 2, and Schedule 3 chemicals and Unscheduled Discrete Organic Chemicals (UDOCs) above applicable threshold quantities. Such requirements are promulgated in the Chemical Weapons Convention Regulations (CWCER) (15 CFR parts 710 - 722).

### Handbook Overview

This Handbook should be used in conjunction with the CWCER to complete the required declaration and report forms that are due to the Bureau of Export Administration (BXA). If there are discrepancies between the CWCER and this Handbook (including the forms and form instructions), the CWCER prevail.

Section 2 of this Handbook contains the Schedules of Chemicals which are subject to CWCER declaration and report requirements. The Schedules of Chemicals are divided into three sections, including Schedule 1, Schedule 2, and Schedule 3 chemicals. UDOCs are not included in the Schedules of Chemicals. Section 3 of this Handbook briefly summarizes the declaration and report requirements; however, as previously noted, the CWCER contain the specific declaration and report requirements as well as any possible exemptions.

This Handbook also includes a “Guide to Submission of Forms,” that contains information on which forms are due to BXA for each type of declaration or report. The forms are also in this Handbook, and detailed instructions for completing each form are found on the reverse side of the forms. There are also four Supplements to this Handbook in which necessary information is contained for completing the forms. Supplement 1 is a guide on “How to Determine Latitude and Longitude Coordinates” for identifying the location of your facility. Supplement 2 is a listing of “Product Group Codes” for describing products manufactured at your plant or plant site. Supplement 3 is a listing of “Destination Codes” for identifying the destination to or from which you exported or imported a scheduled chemical. Lastly, Supplement 4 is a “Glossary of Definitions and Terms” for describing key words in this Handbook and on the forms.

### Declaration and Report Requirements

The requirements for submission of declarations and reports for a specific facility, trading company or person subject to the CWCER are dependent upon the activity (production, processing, consumption, export, and import), the chemical, and the amounts of the chemical involved in the activity during:

- the previous calendar year for Schedule 1 and Schedule 3 chemicals and UDOCs;
- the previous three calendar years for Schedule 2 chemicals; and
- the next calendar year for anticipated activities of Schedule 1, Schedule 2 and Schedule 3 chemicals.

Parts 712 through 715 of the CWCR set forth declaration and report requirements for scheduled chemicals and UDOCs.

### Forms

BXA has designed the forms that are contained in this Handbook to require the minimum amount of information for the United States to meet its obligations under the Convention. If there are discrepancies between the CWCR and the form instructions, the CWCR prevail.

You can obtain additional copies of the Handbooks, including the forms, by contacting the Information Technology Team (ITT) at (703) 235-1335. The forms and forms software ( DESI - Data Entry Software for Industry) as well as other related information may also be obtained via the Internet at <http://www.cwc.gov>. The forms are provided in Adobe Acrobat PDF format.

### Assistance

If you need assistance in completing the forms included in this Handbook, contact BXA's ITT by telephone at (703) 235-1335. You may also e-mail your questions to ITT at [cwcqa@cwc.gov](mailto:cwcqa@cwc.gov).

If you need assistance in determining whether a chemical is classified as a Schedule 1, Schedule 2 or Schedule 3 chemical, or is a UDOC, you can submit to ITT a request for a chemical determination. Your request should include the information listed below. If you are unable to provide all of this information, you should explain why you cannot provide the information.

- (1) Date of request;
- (2) Company name and complete street address;
- (3) Point of contact;
- (4) Phone and fax number of contact;
- (5) Chemical name;
- (6) Structural formula;
- (7) Chemical Abstract Service registry number, if assigned; and
- (8) Any additional information which you feel is relevant to the chemical and/or process involved and which is not of a confidential or proprietary nature.

You can request a chemical determination via fax at (703) 235-1481 or e-mail at [cdr@cwcc.gov](mailto:cdr@cwcc.gov), or you can mail the request to the following address:

Information Technology Team (ITT)  
Bureau of Export Administration  
U.S. Department of Commerce  
1555 Wilson Blvd., Suite 710  
Arlington, VA 22209-2405

### Paperwork Reduction Act

The collections of information described in this Handbook are subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.). The Office of Management and Budget has approved the collection of information that is required under the CWCR. The public reporting burdens for this collection of information (OMB Collection #: 0694-0091) are estimated to average 10.6 hours for Schedule 1 chemicals, 11.9 hours for Schedule 2 chemicals, 2.5 hours for Schedule 3 chemicals, and 5.3 hours for UDOCs. These estimates include the time required to collect the required information and to complete the forms.

Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number.

### Confidential Business Information

The Chemical Weapons Convention Implementation Act of 1998 defines “confidential business information” for purposes of CWC declarations, reports, notifications, and inspections. Certain confidential business information (CBI) provided by facilities, trading companies or other persons to BXA on the CWC forms is exempt from public disclosure under the Freedom of Information Act. Facility-specific information contained in declarations, including confidential business information, will be forwarded to the Organization for the Prohibition of Chemical Weapons (OPCW), and the OPCW will provide certain types of information from the declaration(s) to other States Parties upon request. See Part 718 of the CWCR for additional information on the treatment of CBI.

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## SECTION 2: SCHEDULES OF CHEMICALS

### Schedule 1

- A. Toxic chemicals:** (CAS registry number)
- (1) O-Alkyl ( $\leq C_{10}$ , incl. cycloalkyl) alkyl  
(Me, Et, n-Pr or i-Pr)-phosphonofluoridates
- e.g. Sarin: O-Isopropyl methylphosphonofluoridate (107-44-8)  
Soman: O-Pinacolyl methylphosphonofluoridate (96-64-0)
- (2) O-Alkyl ( $\leq C_{10}$ , incl. cycloalkyl) N,N-dialkyl  
(Me, Et, n-Pr or i-Pr) phosphoramidocyanidates
- e.g. Tabun: O-Ethyl N,N-dimethyl phosphoramidocyanidate (77-81-6)
- (3) O-Alkyl (H or  $\leq C_{10}$ , incl. cycloalkyl) S-2-dialkyl  
(Me, Et, n-Pr or i-Pr)-aminoethyl alkyl  
(Me, Et, n-Pr or i-Pr) phosphonothiolates and  
corresponding alkylated or protonated salts
- e.g. VX: O-Ethyl S-2-diisopropylaminoethyl methylphosphonothiolate (50782-69-9)
- (4) Sulfur mustards:
- 2-Chloroethylchloromethylsulfide (2625-76-5)  
Mustard gas: Bis(2-chloroethyl)sulfide (505-60-2)  
Bis(2-chloroethylthio)methane (63869-13-6)  
Sesquimustard: 1,2-Bis(2-chloroethylthio)ethane (3563-36-8)  
1,3-Bis(2-chloroethylthio)-n-propane (63905-10-2)  
1,4-Bis(2-chloroethylthio)-n-butane (142868-93-7)  
1,5-Bis(2-chloroethylthio)-n-pentane (142868-94-8)  
Bis(2-chloroethylthiomethyl)ether (63918-90-1)  
O-Mustard: Bis(2-chloroethylthioethyl)ether (63918-89-8)
- (5) Lewisites:
- Lewisite 1: 2-Chlorovinylchloroarsine (541-25-3)  
Lewisite 2: Bis(2-chlorovinyl)chloroarsine (40334-69-8)  
Lewisite 3: Tris(2-chlorovinyl)arsine (40334-70-1)
- (6) Nitrogen mustards:
- HN1: Bis(2-chloroethyl)ethylamine (538-07-8)

HN2: Bis(2-chloroethyl)methylamine	(51-75-2)
HN3: Tris(2-chloroethyl)amine	(555-77-1)
(7) Saxitoxin	(35523-89-8)
(8) Ricin	(9009-86-3)
<b>B. Precursors:</b>	
(9) Alkyl (Me, Et, n-Pr or i-Pr) phosphonyldifluorides	
e.g. DF: Methylphosphonyldifluoride	(676-99-3)
(10) O-Alkyl (H or $\leq C_{10}$ , incl. cycloalkyl) O-2-dialkyl (Me, Et, n-Pr or i-Pr)-aminoethyl alkyl (Me, Et, N-Pr or i-Pr) phosphonites and corresponding alkylated or protonated salts	
e.g. QL: O-Ethyl O-2-diisopropylaminoethyl methylphosphonite	(57856-11-8)
(11) Chlorosarin: O-Isopropyl methylphosphonochloridate	(1445-76-7)
(12) Chlorosoman: O-Pinacolyl methylphosphonochloridate	(7040-57-5)

## **Schedule 2**

<b>A. Toxic chemicals:</b>	(CAS registry number)
(1) Amiton: O,O-Diethyl S-[2-(diethylamino)ethyl] phosphorothiolate and corresponding alkylated or protonated salts	(78-53-5)
(2) PFIB: 1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-propene	(382-21-8)
(3) BZ: 3-Quinuclidinyl benzilate	(6581-06-2)
<b>B. Precursors:</b>	
(4) Chemicals, except for those listed in Schedule 1, containing a phosphorus atom to which is bonded one methyl, ethyl or propyl (normal or iso) group but not further carbon atoms,	
e.g. Methylphosphonyl dichloride	(676-97-1)
Dimethyl methylphosphonate	(756-79-6)

Exemption: Fonofos: O-Ethyl S-phenyl ethylphosphono-thiolothionate	(944-22-9)
(5) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) phosphoramidic dihalides	
(6) Dialkyl (Me, Et, n-Pr or i-Pr) N,N-dialkyl (Me, Et, n-Pr or i-Pr)-phosphoramidates	
(7) Arsenic trichloride	(7784-34-1)
(8) 2,2-Diphenyl-2-hydroxyacetic acid	(76-93-7)
(9) Quinuclidine-3-ol	(1619-34-7)
(10) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethyl-2-chlorides and corresponding protonated salts	
(11) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-ols and corresponding protonated salts	
Exemptions:	
N,N-Dimethylaminoethanol and corresponding protonated salts	(108-01-0)
N,N-Diethylaminoethanol and corresponding protonated salts	(100-37-8)
(12) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-thiols and corresponding protonated salts	
(13) Thiodiglycol: Bis(2-hydroxyethyl)sulfide	(111-48-8)
(14) Pinacolyl alcohol: 3,3-Dimethylbutane-2-ol	(464-07-3)

### **Schedule 3**

<b>A. Toxic chemicals:</b>	(CAS registry number)
(1) Phosgene: Carbonyl dichloride	(75-44-5)
(2) Cyanogen chloride	(506-77-4)
(3) Hydrogen cyanide	(74-90-8)
(4) Chloropicrin: Trichloronitromethane	(76-06-2)

**B. Precursors:**

(5) Phosphorus oxychloride	(10025-87-3)
(6) Phosphorus trichloride	(7719-12-2)
(7) Phosphorus pentachloride	(10026-13-8)
(8) Trimethyl phosphite	(121-45-9)
(9) Triethyl phosphite	(122-52-1)
(10) Dimethyl phosphite	(868-85-9)
(11) Diethyl phosphite	(762-04-9)
(12) Sulfur monochloride	(10025-67-9)
(13) Sulfur dichloride	(10545-99-0)
(14) Thionyl chloride	(7719-09-7)
(15) Ethyldiethanolamine	(139-87-7)
(16) Methyldiethanolamine	(105-59-9)
(17) Triethanolamine	(102-71-6)

## SECTION 3: SCHEDULE 3 INFORMATION AND FORMS

### Introduction

Part 714 of the Chemical Weapons Convention Regulations (CWCRC) sets forth the declaration and report requirements that apply to the production, export, and import of Schedule 3 chemicals. Submitters should refer to Part 714 of the CWCRC to determine their declaration and report requirements. For the convenience of submitters, this section of the Handbook summarizes these declaration and report requirements and includes a table indicating the quantities of Schedule 3 chemicals that trigger a declaration or report. If there are discrepancies between the information in this section and the declaration and report requirements set forth in Part 714 of the CWCRC, the CWCRC prevail.

This section also contains a “Guide to Submission of Schedule 3 Forms” that identifies the specific forms which must be included in each declaration or report package, the necessary declaration and report forms, as well as specific instructions for completing the forms.

### Declaration and Report Requirements

*Initial Declarations* are required from plant sites with one or more plants that produced a Schedule 3 chemical in excess of 30 metric tons in calendar year 1996.

*Initial Reports on Exports and Imports* are required from plant sites (declared and undeclared), trading companies and other persons subject to the CWCRC that exported and/or imported a Schedule 3 chemical in excess of 30 metric tons in calendar year 1996. Note that for convenience purposes, declared plant sites may also submit export and import data along with its Initial Declaration.

*Declarations on Schedule 3 Chemicals Produced at any Time Since 1 January 1946 for Chemical Weapons (CW) Purposes* are required from plant sites that produced any amount of Schedule 3 chemicals for CW purposes. Plant sites must also declare information on the starting and ending dates for each of the production periods for each Schedule 3 chemical as well as information on where the chemical was shipped and the name of the final CW product, if known.

*Annual Declarations on Past Activities* are required from plant sites with one or more plants that produced a Schedule 3 chemical in excess of 30 metric tons in the previous calendar year, beginning with calendar year 1997.

*Annual Reports on Exports and Imports* are required from plant sites, trading companies and other persons subject to the CWCRC that exported and/or imported a Schedule 3 chemical in excess of 30 metric tons in the previous calendar year, beginning with calendar year 1997. Note that for convenience purposes, declared plant sites may also submit export and import data along with its Declaration on Past Activities.

*Annual Declarations on Anticipated Activities* are required from plant sites that anticipate one or more plants will produce a Schedule 3 chemical in the next calendar year in excess of 30 metric tons.

*Declarations on Additionally Planned Activities* are required from plant sites that anticipate additional production of a Schedule 3 chemical after they have submitted their Annual Declaration on Anticipated Activities. This declaration is due to BXA at least 15 days before the additionally planned activity begins. (See Section 714.4 of the CWCR for the specific activities that trigger this declaration requirement.)

*Amended Declarations or Reports* are required for corrections to previously submitted declarations and reports.

#### Summary of quantity thresholds

The following summarizes the quantity thresholds for determining declaration and report requirements for the production, export and import of Schedule 3 chemicals.

Summary of Schedule 3 Quantity Thresholds	Quantity
Quantity threshold for declaring or reporting production, exports or imports	> 30 metric tons
Quantity threshold for reporting exports to or imports from a foreign destination	> 0.3 metric tons

#### Quantity threshold for declaring production of a Schedule 3 chemical or reporting exports and imports of a Schedule 3 chemical

A production declaration is required if at least one plant on a plant site produces above 30 metric tons of a Schedule 3 chemical. An export or import report is required if a plant site or trading company or any other person subject to the CWCR exports or imports more than 30 metric tons of a Schedule 3 chemical.

#### Quantity threshold for reporting exports to or imports from an individual foreign destination

Once an export or import report is required, specific information on exports to or imports from a particular foreign destination is required if exports to or imports from that foreign destination are greater than 1% of the reporting threshold (30 metric tons X .01 = 0.3 metric tons).

#### Summary of Concentration thresholds

The following summarizes the concentration thresholds for counting a Schedule 3 chemical in a mixture (for declaration and report purposes) and for determining whether an export license and/or End-Use Certificate are required for the export from the United States of a mixture containing a Schedule 3 chemical.

Summary of Schedule 3 Concentration Thresholds	Concentration
Concentration threshold for a Schedule 3 chemical in a mixture to be “counted” for declaration or report purposes	> 80%
Concentration threshold for a Schedule 3 chemical in a mixture that may trigger an export license requirement and/or End-Use Certificate requirement	> 25%

Line 1 of the Concentration Threshold Summary : Concentration threshold for a Schedule 3 chemical in a mixture that has to be “counted” for declaration or report purposes

For a mixture that contains a Schedule 3 chemical, only count the Schedule 3 chemical if the concentration of the Schedule 3 chemical in the mixture is 80% or more. You would determine whether the concentration of the Schedule 3 chemical was 80% or more by calculating the percentage **by weight and by volume** and using the lesser percentage. If the concentration is 80% or more, “count” only the weight of the Schedule 3 chemical in the mixture, not the total weight of the mixture.

Guidance for adding production, export or import quantities of a Schedule 3 chemical to determine declaration or report requirements

You will need to add all the quantities of a Schedule 3 chemical that plants at your plant site have produced, including the weight of that Schedule 3 chemical in mixture concentrations of 80% or greater, to determine whether production of the Schedule 3 chemical at any one or more plants on your plant site exceeds the 30 metric ton threshold. If any one plant on your plant site does exceed the 30 metric ton production threshold, you have a declaration requirement. In a similar fashion, you will need to add all the exports from (or imports to) your trading company or plant site of a Schedule 3 chemical to determine whether total exports (or imports) exceed the 30 metric ton threshold. If total exports from (or imports to) your facility exceed the 30 metric ton threshold, you have an export (or import) report requirement. Note that exports from and imports to plant sites are determined for the plant site as a whole, including all units at the plant site.

Line 2 of the Concentration Threshold Summary: Concentration threshold for a Schedule 3 chemical in a mixture that may trigger an export license requirement and/or End-Use Certificate requirement

- (1) Export license requirements for Schedule 3 chemicals subject to the Export Administration Regulations (EAR). Nearly all Schedule 3 chemicals are subject to the export control jurisdiction of the Department of Commerce. Depending on the destination, the export of a Schedule 3 chemical may require an export license from Commerce’s Bureau of Export Administration. However, in most instances, a mixture containing a concentration of 25% or less of a Schedule 3 chemical, by weight, would not trigger a license application requirement under the Export Administration Regulations. In other instances, such as in the case of proposed exports from the United States to embargoed destinations, even mixtures containing a 25% or less concentration of a Schedule 3 chemical would require specific authorization from BXA (e.g., Cuba) or from another federal agency (e.g., the Department of the Treasury is responsible for licensing exports to destinations such as Iran and Iraq). (See 15 CFR parts 742, 744 and 746 and 31 CFR Chap. V.)

- (2) Export license requirements for Schedule 3 chemicals subject to the International Traffic in Arms Regulations (ITAR). The 25% de minimis exception does not apply to Schedule 3 chemicals subject to the jurisdiction of the State Department. You should consult with the State Department about export license requirements and licensing policy for Schedule 3 chemicals (i.e., chloropicrin) controlled under the ITAR. (See 22 CFR parts 120-130.)
- (3) End-Use Certificate requirement for all exports of Schedule 3 chemicals to non-States Parties (15 CFR part 745). In addition to any required export license, the exporter of any Schedule 3 chemical must obtain an End-Use Certificate prior to exporting such a chemical to a non-State Party. The End-Use Certificate must be issued by the government of the non-State Party. This End-Use Certificate requirement does not apply, however, to the export of a mixture that contains a 25% or less concentration, by weight, of a Schedule 3 chemical. This 25% de minimis allowance applies to a mixture containing any Schedule 3 chemical, irrespective of the export licensing requirements that may apply.



## GUIDE TO SUBMISSION OF SCHEDULE 3 FORMS

Declaration or Report Type	Schedule 3 Forms							Due Dates
	Cert.	3-1	3-2	3-3	3-4	A	B	
Initial Declaration	✓	✓	✓	✓		①	②	See Note
Initial Report on Exports and Imports	✓	✓		✓		①	②	See Note
Annual Declaration on Past Activities	✓	✓	✓	✓		①	②	See Note February 28
Annual Report on Exports and Imports	✓	✓		✓		①	②	See Note February 28
Annual Declaration on Anticipated Activities	✓	✓	✓	✓		①	②	September 3 of each year prior to the calendar year in which anticipated activities will take place
Declaration on Additionally Planned Activities	✓	✓		✓		①	②	15 calendar days before the additionally planned activity begins
Declaration on Chemical Produced at any time since 1 January 1946 for Chemical Weapons (CW) Purposes	✓	✓	✓		✓	①	②	See Note
Amended Declaration <sup>1</sup>	✓	✓				①	②	
Amended Report <sup>1</sup>	✓	✓				①	②	

✓ - Form Required    ① - Attach, as appropriate    ② - Optional

### Listing of Forms

#### Certification Form

Form 3-1	Schedule 3 Plant Site or Trading Company Identification
Form 3-2	Declaration on Schedule 3 Plant
Form 3-3	Declaration or Report on Schedule 3 Chemical
Form 3-4	Declaration on Schedule 3 Chemical Produced at any time Since 1 January 1946 for Chemical Weapons (CW) Purposes

(continued)

1. Also submit the specific form(s) being amended.

Form A	Attachments for Schedule 3 Plant Site or Trading Company (attach, as appropriate)
Form B	Optional Comments

**Note:** The following Schedule 3 declarations and reports must be submitted to the Bureau of Export Administration within 90 days after publication of the interim rule implementing the CWCR: Declaration on Schedule 3 Chemical Produced at Any Time Since 1 January 1946 for Chemical Weapons (CW) Purposes; Initial Declaration (for calendar year 1996); Initial Report on Exports and Imports (for calendar year 1996); Annual Declarations on Past Activities (for calendar years 1997, 1998, and 1999); and Annual Reports on Exports and Imports (for calendar years 1997, 1998 and 1999).

	<b>U.S. DEPARTMENT OF COMMERCE</b> Bureau of Export Administration		DATE RECEIVED: (Leave Blank)
	<b>CWC SCHEDULE 3</b> <b>DECLARATION OR REPORT</b>		
<b>CERTIFICATION FORM</b>			
Provide the information requested below in Questions C.1 through C.8.			
<b>C.1</b>	Name of Declaration or Report Point of Contact (D/R-POC):		
<b>C.2</b>	Company Name:		
<b>C.3</b>	Street Address:		
	City:	State:	Zip Code:
<b>C.4</b>	D/R-POC's Telephone Number: _____ ext. _____		
	D/R-POC's Fax Number: _____		
	D/R-POC's E-mail Address: _____		
<b>C.5</b>	Date Submitted (YYYY-MM-DD): _____		
<b>C.6</b>	<b>CERTIFICATION</b>		
I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete.			
Name and title of responsible official (type or print):			
Signature:			
Date Signed (YYYY-MM-DD):			
<b>C.7</b>	<b>TYPE OF DECLARATION OR REPORT</b> (check only one box) <input type="checkbox"/> INITIAL DECLARATION (1996) <input type="checkbox"/> INITIAL REPORT ON EXPORTS AND IMPORTS (1996) <input type="checkbox"/> ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____ <input type="checkbox"/> ANNUAL REPORT ON EXPORTS AND IMPORTS (YYYY): _____ <input type="checkbox"/> ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES (YYYY): _____ <input type="checkbox"/> DECLARATION ON ADDITIONALLY PLANNED ACTIVITIES (YYYY): _____ <input type="checkbox"/> DECLARATION OF CHEMICAL PRODUCED AT ANY TIME SINCE 1 JANUARY 1946 FOR CHEMICAL WEAPONS (CW) PURPOSES <input type="checkbox"/> AMENDED DECLARATION - Please provide the year of the declaration being amended. (YYYY): _____ <input type="checkbox"/> AMENDED REPORT - Please provide the year of the report being amended. (YYYY): _____		
<b>C.8</b>	<b>FORMS SUBMITTED</b> Check all the forms that are included: <input type="checkbox"/> FORM 3-1 <input type="checkbox"/> FORM 3-2 <input type="checkbox"/> FORM 3-3 <input type="checkbox"/> FORM 3-4 <input type="checkbox"/> FORM A <input type="checkbox"/> FORM B		

## CERTIFICATION FORM Schedule 3 Declaration or Report

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

A separate Certification Form is required for:

- (a) each Schedule 3 plant site that has declaration requirements;
- (b) each Schedule 3 plant site with reporting requirements;
- (c) each trading company with reporting requirements; and
- (d) each plant site that produced any quantity of a Schedule 3 chemical at any time since 1 January 1946, for chemical weapons purposes (declared plant site).

This form serves several purposes, including:

- (a) identifying a Declaration Point of Contact;
- (b) certifying the accuracy of the submitted declaration or report;
- (c) identifying the type of declaration or report submitted; and
- (d) listing the declaration or report forms submitted.

**Questions C.1 through C.5 Name of Declaration or Report Point of Contact (D/R-POC) and Other Requested Information:**

Designate a D/R-POC. The D/R-POC should be a person whom the Department of Commerce may contact for: (1) the purposes of clarification of information provided in the declaration or report; and (2) for general information. The D/R-POC need not be the person who prepares the declaration or report forms or signs the Certification Form.

**Question C.6 Certification:** The Certification statement must be signed by the owner, the operator, or a senior management official who certifies the accuracy and completeness of the information submitted. The Certification signature block must contain an original signature.

**Question C.7 Type of Declaration or Report:** Check the appropriate box for the type of declaration or report being submitted (e.g., initial, past activities, anticipated or additionally planned activities, exports and imports, or amended) and indicate the year for which the information applies.

The INITIAL DECLARATION provides information on the production of a Schedule 3 chemical by a declared Schedule 3 plant site. A plant site is a declared Schedule 3 plant site (for purposes of the initial declaration) if one or more plants on the plant site individually produced a Schedule 3 chemical above 30 metric tons in calendar year 1996.

The INITIAL REPORT ON EXPORTS AND IMPORTS provides information on exports and imports of a Schedule 3 chemical from or to a plant site or trading company during calendar year 1996.

The ANNUAL DECLARATION ON PAST ACTIVITIES provides information on the production of a Schedule 3 chemical by a declared Schedule 3 plant site for the previous year. A plant site must submit an ANNUAL DECLARATION ON PAST ACTIVITIES if one or more plants on the plant site produced a Schedule 3 chemical above 30 metric tons during the previous calendar year.

The ANNUAL REPORT ON EXPORTS AND IMPORTS, submitted by plant sites or trading companies, provides information on exports and imports of a Schedule 3 chemicals above 30 metric tons.

The ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES provides information on the production of a Schedule 3 chemical by a plant site that has at least one plant that anticipates producing the Schedule 3 chemical above 30 metric tons in the next calendar year.

The DECLARATION ON ADDITIONALLY PLANNED ACTIVITIES provides information on additional activities planned after submission of the ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES. NOTE: This declaration is due 15 days before the additionally planned activities can begin.

Note that declarations on the production of Schedule 3 chemicals by declared plant sites will be transmitted to the OPCW and will also be used, where applicable, to compile the U.S. national aggregate declaration. Reports on Exports and Imports of Schedule 3 chemicals are not transmitted to the OPCW, but are used to compile the U.S. national aggregate declaration.

**Question C.8 Forms Submitted:** Check the appropriate box for each form that is included in the submission.

## CWC SCHEDULE 3 DECLARATION OR REPORT

PLANT SITE OR TRADING COMPANY NAME:

U.S. PLANT SITE OR TRADING COMPANY CODE  
(once assigned):

### FORM 3-1 SCHEDULE 3 PLANT SITE OR TRADING COMPANY IDENTIFICATION

**Submit this form for each declared Schedule 3 plant site, undeclared Schedule 3 plant site, or trading company. You must submit this form for each type of declaration or report (initial, past activities, anticipated or additionally planned activities, exports and imports, and amended).**

**3-1.1**

Owner:

Telephone Number:

Fax Number:

**3-1.2**

Operator:

Telephone Number:

Fax Number:

**3-1.3**

Street Address:

City:

State:

Zip Code:

**3-1.4****Provide the geographic coordinates of the center of the plant site (see Supplement No. 1).**

a. Latitude (Deg/Min/Sec/N):

b. Longitude (Deg/Min/Sec/W):

Check this box if you have attached to Form A any additional information on the plant site. ☐**3-1.5****The number of declared Schedule 2 plants at this Schedule 3 plant site:** \_\_\_\_\_

### **Designation of Inspection Point of Contact (I-POC) for inspection notification involving this plant site.**

**NOTE: The Department of Commerce must be able to reach the I-POCs at all hours through the telephone numbers indicated below.**

**3-1.6.1**

Name of I-POC:

I-POC's Primary Telephone Number:

ext.

I-POCs Alternate Telephone Number:

ext.

I-POC's Fax Number:

**3-1.6.2**

Name of Alternate I-POC (optional):

I-POC's Primary Telephone Number:

ext.

I-POC's Alternate Telephone Number:

ext.

I-POC's Fax Number:

## FORM 3-1 Schedule 3 Plant Site or Trading Company Identification

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

Submit this form for each declared Schedule 3 plant site, Schedule 3 plant site or trading company. Declared Schedule 3 plant sites must submit this form for each type of declaration (initial, past activities, anticipated or additionally planned activities, and amended) and complete questions 3-1.1 through 3-1.5. In addition, declared plant sites subject to routine inspection must complete question 3-1.6. Schedule 3 plant sites and trading companies must report exports and imports above 30 metric tons by completing only questions 3-1.1 through 3-1.3 for their initial and past activities reporting requirements. NOTE: See section 714.3(b) for reporting alternatives for declared plant sites.

Declared Schedule 3 plant sites which have produced a Schedule 3 chemical for chemical weapons (CW) purposes at any time since 1 January 1946, must complete questions 3-1.1 through 3-1.4 on this form.

Submit Form A to identify any additional information (e.g., site diagrams, maps, drawings, chemical structural formulas) you submit with your completed forms package.

All submitters should assign a unique name to the declared or undeclared plant site or trading company, and record the name in the appropriate box in the upper right-hand corner of Form 3-1. The Department of Commerce will provide each submitter with a unique code. This code, hereafter referred to as a "U.S. Plant Site or Trading Company Code," will be the

primary means of identifying a plant site or trading company after the first declaration or report is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations or reports.

Questions 3-1.1 through 3-1.4: Provide the name and telephone and fax numbers of the owner and the operator or the occupant or the agent in charge of the plant site or trading company. Provide the address of the plant site or the trading company. **DO NOT PROVIDE A POST OFFICE BOX.**

Provide latitude and longitude for the center of the plant site using the following formats (see Appendix B for guidelines on determining geographic coordinates):

Latitude:            00(degree)/00(minute)/00(second)/N  
Longitude:        000(degree)/00(minute)/00(second)/W

If the geographic coordinates are not for the center of the plant site, you must attach to Form A an explanation of the coordinates (e.g., front gate, Building No. 15). Also, use Form A to identify any additional information (e.g., maps, drawings) that you have attached to this declaration to locate this plant site with reference to the declared coordinates. (Check the box if you are submitting Form A with attachments.)

Question 3-1.5: Identify the number of declared Schedule 2 plants, if any, within this declared Schedule 3 Plant Site.

Question 3-1.6: Designate an Inspection Point of Contact (I-POC) and provide telephone and fax numbers so the U.S. Government may notify you of inspections of your plant site. You may also designate an Alternate I-POC. The U.S. Government must be able to contact the I-POCs on a 24 hour basis.

<b>CWC SCHEDULE 3 PLANT DECLARATION</b>		<b>PLANT NAME:</b>		
		PLANT CODE (once assigned):		
		PLANT SITE NAME OR U.S. PLANT SITE CODE (once assigned):		
<b>FORM 3-2 DECLARATION ON SCHEDULE 3 PLANT</b>				
<b>Submit this form for each declared Schedule 3 plant at the plant site. Use this form for all declarations (initial, past activities, anticipated or additionally planned activities, and amended).</b>				
3-2.1	Owner:			
	Telephone Number:		Fax Number:	
3-2.2	Operator:			
	Telephone Number:		Fax Number:	
3-2.3	Structure Name or Building Number:			
3-2.4	Provide any additional information that will assist in identifying the location of this plant.			
Check this box if you have attached to Form A any additional information on the plant site. <input type="checkbox"/>				
3-2.5	Provide the Product Group Codes to describe products at this plant (see Supplement No. 2).			

## FORM 3-2 Declaration of Schedule 3 Plant

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

Submit this form for each declared Schedule 3 plant at the plant site. Plants which have produced any amount of Schedule 3 chemical for chemical weapons (CW) purposes at any time since 1 January 1946, must also complete this form.

Note: Submitters that only have reporting requirements for exports or imports of a Schedule 3 chemical are not required to submit this form.

Submit Form A to identify any additional information (e.g., site diagrams, maps, drawings, chemical structural formulas) you submit with your completed forms package.

Submitters should assign a unique name to the plant and the plant site, and record the name in the appropriate boxes in the upper right-hand corner of Form 3-2. The Department of Commerce will provide each submitter with a unique code for each declared plant and plant site. These codes, "U.S. Plant Code" and "U.S. Plant Site Code," will be the primary means of identifying both a plant and a plant site after the first declaration is submitted and the Department of Commerce

assigns the codes. The submitter should use these codes on all future declarations for a particular plant or plant site.

Questions 3-2.1 & 3-2.2: Provide the name and telephone and fax numbers of the owner and the operator or the occupant or the agent in charge of the plant.

Questions 3-2.1 & 3-2.2: Provide the building name or structure number, if used to designate the plant.

Question 3-2.4: Provide any additional information that will assist in identifying the location of this plant on the plant site (e.g., latitude and longitude, street address, landmarks).

Use Form A to identify any additional information (e.g., site diagrams, maps, drawings) that you are attaching to this declaration to locate this plant with reference to the declared coordinates. (Check the box if you are submitting an attachment to Form A.)

Question 3-2.5: For the main activities at your plant, provide one or more product group code(s) (Standard International Trade Classification (SITC) code) that describe the type of ultimate products manufactured at the plant.



<b>CWC SCHEDULE 3 CHEMICAL DECLARATION OR REPORT</b>			PLANT SITE OR TRADING COMPANY NAME:	
			U.S. PLANT SITE OR TRADING COMPANY CODE (once assigned):	
<b>FORM 3-3 DECLARATION OR REPORT ON SCHEDULE 3 CHEMICAL</b>				
<b>Submit this form to provide information on each Schedule 3 chemical. Use this form for all types of declarations and reports (initial, past activities, exports and imports, anticipated or additionally planned activities, and amended).</b>				
CAS REGISTRY NO.:		CHEMICAL NAME:		COMMON OR TRADE NAME(S):
<b>3-3.1</b>	<b>Complete this question only for the Initial Declaration or the Annual Declaration on Past Activities</b> a. Quantity <b>produced</b> in metric tons in the previous calendar year: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> 30 to 200  <input type="checkbox"/> above 1,000 to 10,000  <input type="checkbox"/> above 100,000         </div> <div> <input type="checkbox"/> above 200 to 1,000  <input type="checkbox"/> above 10,000 to 100,000         </div> </div> b. Purpose(s) of <b>production</b> (check box(es)). <input type="checkbox"/> In-line consumption as produced (captive use) <input type="checkbox"/> Synthetic intermediate stored and/or used on site <input type="checkbox"/> Transfer to other industry			
<b>3-3.2</b>	<b>Complete this question only for the Annual Declaration on Anticipated Activities and the Declaration on Additionally Planned Activities</b> a. Anticipated <b>production</b> quantity in metric tons for the next calendar year: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> 30 to 200  <input type="checkbox"/> above 1,000 to 10,000  <input type="checkbox"/> above 100,000         </div> <div> <input type="checkbox"/> above 200 to 1,000  <input type="checkbox"/> above 10,000 to 100,000         </div> </div> b. Anticipated Purpose(s) of <b>production</b> (check box(es)). <input type="checkbox"/> In-line consumption as produced (captive use) <input type="checkbox"/> Synthetic intermediate stored and/or used on site <input type="checkbox"/> Transfer to other industry			
<b>If the plant site or trading company exported and/or imported this Schedule 3 chemical, provide the following information for each recipient or source destination.</b>				
<b>Export</b>		<b>Import</b>		
<b>3-3.3.1</b>	a. Quantity exported: _____ metric tons	<b>3-3.4.1</b>	a. Quantity imported: _____ metric tons	
	b. Recipient Destination (see Supplement No. 3):		b. Source Destination (see Supplement No. 3):	
<b>3-3.3.2</b>	a. Quantity exported: _____ metric tons	<b>3-3.4.2</b>	a. Quantity imported: _____ metric tons	
	b. Recipient Destination (see Supplement No. 3):		b. Source Destination (see Supplement No. 3):	
<b>3-3.3.3</b>	a. Quantity exported: _____ metric tons	<b>3-3.4.3</b>	a. Quantity imported: _____ metric tons	
	b. Recipient Destination (see Supplement No. 3):		b. Source Destination (see Supplement No. 3):	

If additional pages of Form 3-3 for exports and imports of this Schedule 3 chemical are attached, indicate the total number of pages as follows: page \_\_\_\_\_ of \_\_\_\_\_ (e.g., page x of y)

## FORM 3-3 Declaration or Report of Schedule 3 Chemical

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

You must submit a separate Form 3-3 for each Schedule 3 chemical and for all types of declarations and reports (initial, past activities, anticipated or additionally planned activities, exports and imports, and amended). NOTE: If you are submitting an ANNUAL DECLARATION ON ANTICIPATED OR ADDITIONALLY PLANNED ACTIVITIES, only complete question 3-3.2.

**Declared plant site:** If one or more plants on your plant site produced or is anticipated to produce more than 30 metric tons of a Schedule 3 chemical, your plant site is a declared plant site and you must complete questions 3-3.1 and 3-3.2. You may also complete questions 3-3.3 and/or 3-3.4 if you exported from or imported to your plant site more than 30 metric tons of the Schedule 3 chemical. (Note that the export or import 30 metric ton threshold is a plant site aggregate. The plant site must report exports and imports from or to all plants at the plant site exceeding 30 metric tons.)

NOTE: A plant site that is declared because of the production of one Schedule 3 chemical may also have reporting requirements for another Schedule 3 chemical that it did not produce, or produced under threshold, but that it exported or imported in quantities over 30 metric tons. In such a case, the plant site must submit a separate Form 3-3, but complete only questions 3-3.3 and/or 3-3.4 for that other Schedule 3 chemical.

**Undeclared plant site:** If no plant on your plant site produced more than 30 metric tons of any Schedule 3 chemical, but your plant site exported or imported more than 30 metric tons of a Schedule 3 chemical, you must submit Form 3-3, but only complete questions 3-3.3 and/or 3-3.4. (Remember that the export or import amount is an aggregate of exports from or imports to all plants on your plant site.)

**Trading company:** A trading company that exported or imported over 30 metric tons of a Schedule 3 chemical must submit Form 3-3, but only complete questions 3-3.3 and/or 3-3.4.

Enter in the upper right-hand corner of this form the name of the plant site or trading company or the U.S. Plant Site or Trading Company Code (once assigned) that was listed on the corresponding Form 3-1 (Schedule 3 Plant Site or Trading Company Identification). Submitters should use this code on all declarations for a particular plant site.

For each Schedule 3 chemical being declared, provide the CAS Registry Number, if assigned, Chemical Name, and Common or Trade Name.

**Question 3-3.1:** For the INITIAL DECLARATION you must provide the production quantity range for each Schedule 3 chemical produced at the plant site in calendar year 1996, and specify the purposes of production of the chemical by checking all of the appropriate categories. For the ANNUAL DECLARATION ON PAST ACTIVITIES, you must provide the production quantity range for each Schedule 3 chemical produced at the plant site in the previous calendar year and specify the purposes of production of the chemical by checking all of the appropriate categories. To calculate the production range of a Schedule 3 chemical on your plant site, take the following steps:

1) Add the production amounts from all plants that individually produced more than 30 metric tons of the Schedule 3 chemical declared on this form. (Note: Do not count the production of this chemical from plants that individually did not exceed the production threshold of 30 metric tons.)

2) Determine the production range in question 3-3.1 and check the appropriate box to identify the range of production for the Schedule 3 chemical.

**Question 3-3.2:** For the ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES, you must provide the production quantity range for each Schedule 3 chemical you anticipate will be produced at the plant site in the next calendar year and specify the anticipated purposes of production of the chemical by checking all of the appropriate categories. To calculate the production range for your plant site refer to the steps listed in Question 3-3.1, above.

After THE ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES has been submitted, you must submit a DECLARATION ON ADDITIONALLY PLANNED ACTIVITIES if you plan that: a previously undeclared plant on your plant site will produce a Schedule 3 chemical above 30 metric tons; a declared plant will produce an additional Schedule 3 chemical above 30 metric tons; an increase to the production range of a Schedule 3 chemical by declared plants on your plant site will exceed the applicable inspection threshold; or an increase in the aggregate production of a Schedule 3 chemical at a declared plant site to an amount above the upper limit of the range previously declared.

**Questions 3-3.3 and 3-3.4:** For the INITIAL DECLARATION and INITIAL REPORT OF EXPORTS AND IMPORTS (calendar year 1996), and for the ANNUAL DECLARATION ON PAST ACTIVITIES and ANNUAL REPORT OF EXPORTS AND IMPORTS (previous calendar year), complete questions 3-3.3 and/or 3-3.4, as appropriate.

To calculate the export and import amounts for your plant site or trading company and the source and recipient destinations, take the following steps:

1) Add all exports from your plant site or trading company. Plant sites must total exports from all plants on the plant site to obtain the plant site export aggregate. Add all imports to your plant site or trading company. Plant sites must total all imports to all plants on the plant site to obtain the plant site import aggregate.

2) Determine the total exports to each recipient destination. Determine the total imports from each source destination. (Use Appendix C to identify the Destination Code.)

**NOTE:** Only indicate the total annual quantity exported to or imported from a specific destination if the total annual quantity to or from that destination is more than 1% of the applicable threshold amount (i.e., more than 0.3 metric tons). However, in determining whether your total exports and imports worldwide for the year in question trigger reporting requirements, you must include all exports and imports, including exports and imports falling within the 1% exemption in your calculation.

3) Indicate in questions 3-3.3 and/or 3-3.4, as appropriate, the number of metric tons of the Schedule 3 chemical exported to each recipient destination or imported from each source destination.

If there is insufficient space to record all of your export or import trade transactions, use additional copies of Form 3-3. Indicate the page number of each additional page and total number of pages of Form 3-3 for this chemical.

# **CWC SCHEDULE 3 DECLARATION OR REPORT**

PLANT SITE NAME:

U.S. PLANT SITE CODE: (once assigned):

## **FORM 3-4 DECLARATION ON SCHEDULE 3 CHEMICAL PRODUCED AT ANY TIME SINCE 1 JANUARY 1946 FOR CHEMICAL WEAPONS (CW) PURPOSES**

**Submit this form for each Schedule 3 chemical produced at any time since 1 January 1946 for Chemical Weapons (CW) purposes.**

CAS REGISTRY NO.:

CHEMICAL NAME:

COMMON OR TRADENAME:

**Provide the following information for each period of production of this Schedule 3 Chemical.**

**3-4.1**

a. Starting Date (YYYY-MM-DD):

b. Ending Date (YYYY-MM-DD):

c. Quantity produced (between starting &amp; ending dates):

\_\_\_\_\_ Metric tons

**Provide the following information for each destination or final product, if known:**

**3-4.2.1**

Destination Facility Name:

Street Address:

City:

State, Province:

Postal Code:

Destination Code (Supp. 3):

Final Product:

**3-4.2.2**

Destination Facility Name:

Street Address:

City:

State, Province:

Postal Code:

Destination Code (Supp. 3):

Final Product:

**3-4.2.3**

Destination Facility Name:

Street Address:

City:

State, Province:

Postal Code:

Destination Code (Supp. 3):

Final Product:

If additional page of Form 3-4 for this Schedule 3 chemical are attached, indicate the total number of pages as follows:  
page \_\_\_\_\_ of \_\_\_\_\_ (e.g., page x of y)

## **FORM 3-4 Declaration of Schedule 3 Chemical Produced at any time since 1 January 1946 For Chemical Weapons (CW) Purposes**

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

Submit this form for each Schedule 3 chemical produced at your plant site for chemical weapons (CW) purposes at any time since 1 January 1946. To complete this declaration, you should also submit a Certification Form, Form 3-1, and a separate Form 3-2 for each plant on your plant site that produced Schedule 3 chemicals for CW purposes. There is no threshold quantity for this declaration.

In the upper right hand corner of this form, enter the Plant Site Name and U.S. Plant Site Code (once assigned) that you entered on Form 3-1 (Declaration of Schedule 3 Plant Site or Trading Company Identification).

For each Schedule 3 chemical being declared, provide the CAS Registry Number, if assigned, Chemical Name, and Common or Trade Name.

Question 3-4.1: Provide the starting and ending dates for each of the production periods of this Schedule 3 chemical used for CW purposes at any time since 1 January 1946. Note: For production periods, indicate year and month (i.e. YYYY-MM). For each production period, provide the production quantity of the Schedule 3 chemical in metric tons to the nearest tenth of a metric ton (e.g., 0.x metric tons).

Questions 3-4.2: If this Schedule 3 chemical was shipped to another location, either domestic or foreign, provide the name and address, if known, of that location or destination.

Provide the appropriate Destination Code indicated in Supplement No. 3 for all destinations, including the U.S.

Provide the name of the final CW product, if known. If the final product is a chemical on the Schedules of Chemicals (Appendix A), please give its name. If the final product is not a chemical on the list of Scheduled Chemicals, identify that final product by giving its common name, trade name, or other identification as appropriate.

If there is insufficient space to identify the production periods or the destination or final product for each Schedule 3 chemical produced for CW purposes, use additional copies of Form 3-4. Indicate the page number of each additional page and the total number of pages of Form 3-4 using the format "page x of y" (as described at the bottom of Form 3-4).



## **FORM A Attachments for Schedule 3 Plant Site or Trading Company**

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

Submit this form to list any attachments containing additional information (e.g., site diagrams, maps, drawings, chemical structural formula).

**PLANT SITE OR TRADING COMPANY NAME:** Enter the name of the plant site or trading company, and if assigned, enter its U.S. Plant Site or Trading Company Code.

**PLANT NAME:** If providing information on a plant, enter in column 1 the name of the plant, and once assigned, enter its U.S. Plant Code.

**FORM NUMBER:** In column 2, enter the form number to which this additional information refers.

**IDENTIFY ATTACHMENT:** In column 3, provide a description of the attachment and assign a unique name to it (e.g., site map). For structural formulas, provide the CAS Registry Number, if assigned, chemical name and/or common trade name.

Insert all attachments in an envelope and staple the envelope to Form A.

**CWC SCHEDULE 3  
FORM B****FORM B OPTIONAL COMMENTS****B.1.1**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.1.2**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.1.3**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.1.4**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.1.5**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.1.6**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.2.1**

General comments or suggestions:

## **FORMB Optional Comments**

Declaration and reporting requirements are set forth in Part 714 of the CWC Regulations (15 CFR 714).

Please use this form to record comments or suggestions. Use as many copies of this form as necessary to express all comments and suggestions. Submission of this form is optional, and the information provided will be used only by the Department of Commerce to improve the forms and the CWC reporting process.



## **SUPPLEMENT 1**

### **HOW TO DETERMINE LATITUDE AND LONGITUDE COORDINATES**

#### **Introduction**

The latitude and longitude coordinates of declared facilities are very important for pinpointing facility location and are a required data element on the CWC Declaration Forms. As a result, the Department of Commerce, Bureau of Export Administration (BXA) is encouraging facilities to make the best possible measurements when determining latitude and longitude coordinates. Undeclared facilities, trading companies or other persons subject to the Chemical Weapons Convention Regulations (CWCR) are not required to provide latitude and longitude coordinates.

The CWC Declaration Forms give you the option to identify the latitude or longitude coordinates of either the “center” of the facility or “another location” of the facility; however, if you do not specify the coordinates of the “center” of your facility, you must attach to Form A a description of the physical location identified by the coordinates (e.g., front gate, Building No. 15). You may also attach to Form A any additional information that may be useful to locate the facility.

Latitude is the distance north or south of the equator. Longitude is the distance east or west of the prime meridian (Greenwich, England). Latitude and longitude are measured in degrees, minutes, and seconds.

$1^{\circ}(\text{degree}) = 60'(\text{minutes})$

$1'(\text{minute}) = 60''(\text{seconds})$

#### **How to Determine the Latitude and Longitude Coordinates of Your Facility**

There are a number of inexpensive commercial systems or government services which are available to assist you in identifying your facility’s location, as listed below. You should use one of these systems or methods to determine the latitude and longitude coordinates of your facility. Note that you may have previously determined your facility’s precise latitude and longitude coordinates for other U.S. Government reporting requirements (e.g., EPA/TRI).

Global Position Systems (GPS) – GPS is one of the easiest and least expensive methods used in obtaining the precise latitude and longitude coordinates of a facility. The United States Government has determined that using a GPS in identifying the latitude and longitude coordinates of your facility is an acceptable method. During an inspection of your facility, inspectors of the Organization on the Prohibition of Chemical Weapons (OPCW) may also use a GPS to verify the location of your facility.

Survey Records – Another source for obtaining latitude and longitude coordinates of a facility is through use of surveying records from your local government’s Registrant Office.

Bureau of Export Administration (BXA) Assistance – BXA will assist you in identifying the latitude and longitude coordinates of your facility. You should contact BXA’s Information Technology Team at 703-235-1335 for assistance.

U.S. Geological Survey (USGS) Maps—The USGS is another important resource available for identifying the latitude and longitude coordinates of your facility. The USGS publishes topographic quadrangle maps which are useful tools available to help you in determining the latitude and longitude coordinates for your facility. These maps are published in varying degrees of detail. It is very important that latitude and longitude measurements be made from the most detailed maps available.

To identify the detailed topographic quadrangle map in which your facility is located, the USGS has published an index and a catalog of topographic maps available for each state. Both the index and the catalog are available in many libraries or may be obtained free of charge from the Distribution Branch of the USGS. The **Index to Topographic and Other Map Coverage** helps you to identify the most detailed map in which your facility is located.

The detailed topographic quadrangle maps are available in many libraries or may be purchased from the Distribution Branch of the USGS and from private map dealers. The Catalog of Topographic and Other Published Maps contains a list of map depository libraries and topographic map dealers for each state covered in the Catalog.

To purchase a topographic quadrangle map from the USGS, you must send a written request to the Distribution Branch of the USGS, containing the file number and map reference code, the name of the city, state and zip code in which your facility is located.

The Distribution Branch of the USGS can be reached at:

Distribution Branch of the USGS  
P.O. Box 25286  
Denver Federal Center  
Denver, CO 80225  
(303) 236-7477

**Allow 5 Weeks for Delivery.**

For faster service, you may call the USGS toll free number 1-800-435-7627 to obtain names of private map dealers in your state and the cost of the maps.

You may also purchase topographic maps online via the Internet at: <http://mapping.usgs.gov/mac/findmaps.html>.

In addition, you may purchase a topographic quadrangle map from the USGS through a USGS Public Inquiry Office. The Public Inquiry Offices are listed for each state on the inside back cover of the *Catalog of Topographic and Other Published Maps*.

If you need help in determining your latitude and longitude once you have the necessary map, the National Cartographic Information Center can provide assistance:

**Western states:** (303) 236-5829  
**Eastern states:** (314) 341-0851

### Determining Your Facility's Latitude and Longitude.

Once you have obtained the correct map for your facility (as illustrated at the end of this supplement):

- (1) Mark the location of your facility on the map with a point. If your facility is large, choose a point central to the production activities of the facility. If certain structures in your facility are represented on the map, mark one of the structures with a point.
- (2) Construct a small rectangle around the point with fine pencil lines connecting the nearest 2.5' or 5' graticules. *Graticules* are intersections of latitude and longitude lines that are marked on the map edge, and appear as black crosses at four points in the interior of the map.
- (3) Read and record the latitude in terms of North and longitude in terms of West (in degrees, minutes, and seconds) for the southeast corner of the small quadrangle drawn in step two. The latitude and longitude are printed at the edges of the map.
- (4) To determine the increment of latitude above the latitude line recorded in step 3,
  - position the map so that you face *west*:
  - place the ruler in approximately a north-south alignment, with the "0" on the latitude line recorded in step 3 with the ruler edge intersecting the point.

Without moving the ruler, read and record:

- the measurement from the latitude line to the desired point (the point distance);
- the measurement from the latitude line to the north line of the small quadrangle (the total distance).

Determine the number of seconds to be added to the latitude recorded in step 3 by using the ratio:

$$\frac{\text{Point distance}}{\text{Total distance between lines}} \times 150'' = \text{increment of latitude}$$

[Note: 150" is the number of seconds of arc for the side of the small quadrangle on a 7.5' map. If you are using a 15' map, the multiplication factor is 300" instead of 150" since each graticule is 5' of latitude or longitude].

For example:

Point distance = 99.5  
Total distance = 192.0

$$\frac{99.5}{192.0} \times 150'' = 77.7'' = 01'17.7''$$

(conversion procedure:  $60'' = 1'$ ;  $77.7'' = 60'' + 17.7'' = 01'17.7''$ )

Latitude in step 3	32°17'30.0"N
<u>Increment</u>	<u>+ 01'17.7"N</u>
Latitude of point	32°18'47.7"N

to the nearest second = 32°18'48.0"N

(5) To determine the increment of longitude west of the longitude line recorded in step 3,

- position the map so that you face *south*;
- place the ruler in approximately an east-west alignment with the "0" on the longitude line recorded in step 3 with the ruler edge intersecting the point.

Without moving the ruler, read and record:

- the measurement from the longitude line to the desired point (the point distance);
- the measurement from the longitude line to the west line of the small quadrangle (the total distance).

Determine the number of seconds to be added to the longitude recorded in step 3 by using the ratio:

$$\frac{\text{Point distance}}{\text{Total distance between lines}} \times 150'' = \text{increment of longitude}$$

For example:

Point distance = 65.0  
Total distance = 149.9

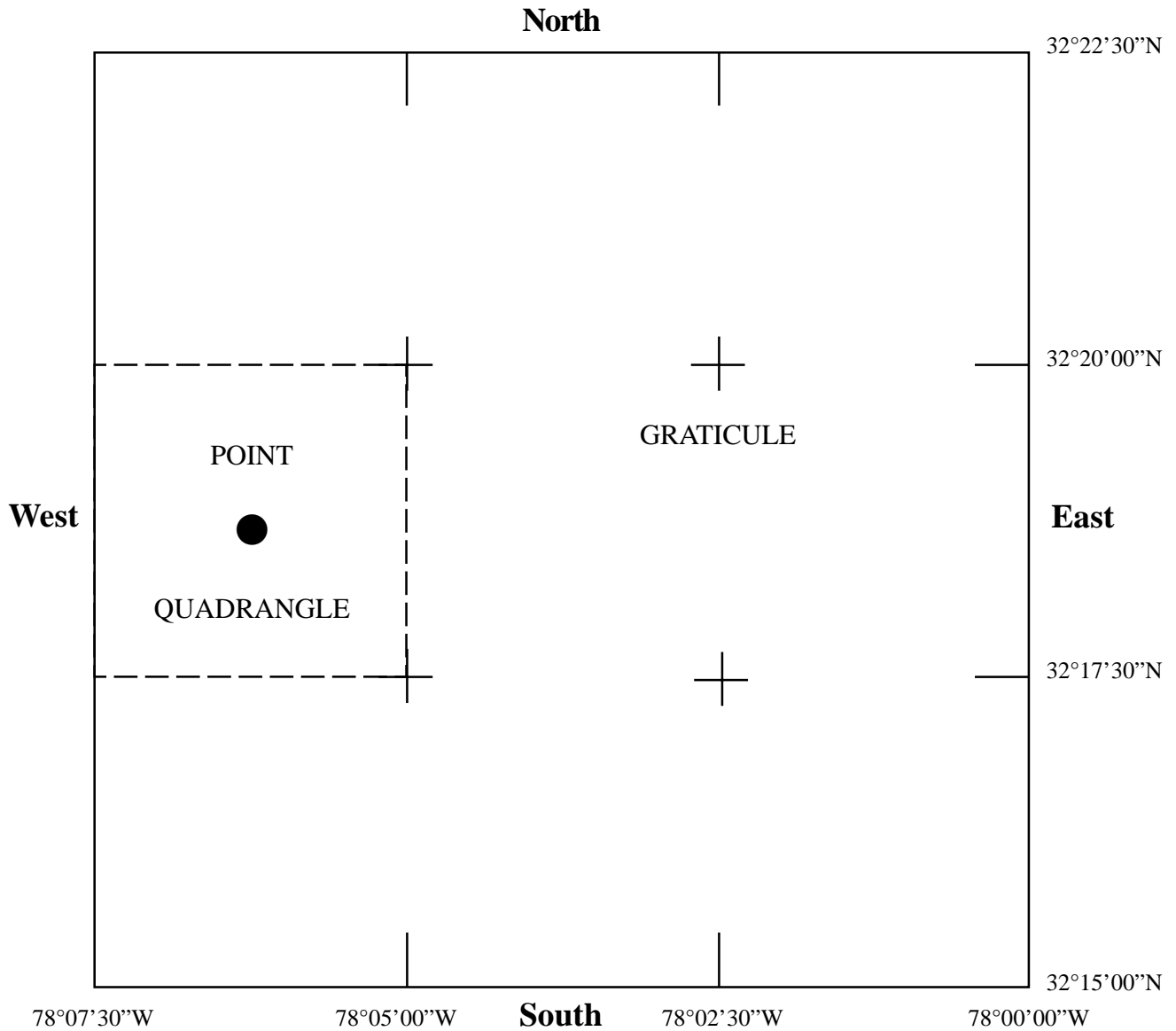
$$\frac{65.0}{149.9} \times 150'' = 65'' = 01'05''$$

(conversion procedure:  $60'' = 1'$ ;  $65'' = 60'' + 05'' = 01'05''$ )

Latitude in step 3	78°05'00"W
<u>Increment</u>	<u>+ 01'05"W</u>
Latitude of point	78°06'05"W

to the nearest second = 78°06'05"W

# LATITUDE/LONGITUDE DIAGRAM



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## SUPPLEMENT 2

### PRODUCT GROUP CODES

#### Standard International Trade Classification (SITC) 3 Digit Codes (an excerpt of chemicals and related products)

Code	Description
511	Hydrocarbons, N.E.S., and their halogenated, sulphonated, nitrated or nitrosated derivatives
512	Alcohols, phenols, phenol-alcohols, and their halogenated, sulphonated, nitrated or nitrosated derivatives
513	Carboxylic acids and their anhydrides, halides, peroxides and peroxyacids; their halogenated, sulphonated, nitrated or nitrosated derivatives
514	Nitrogen-function compounds
515	Organo-inorganic compounds, heterocyclic compounds, nucleic acids and their salts, and sulphonamides
516	Other organic chemicals
522	Inorganic chemical elements, oxides and halogen salts
523	Metal salts and peroxysalts, of inorganic acids
524	Other inorganic chemicals; organic and inorganic compounds of precious metals
525	Radioactive and associated materials
531	Synthetic organic colouring matter and colour lakes, and preparations based thereon
532	Dyeing and tanning extracts, and synthetic tanning materials
533	Pigments, paints, varnishes and related materials
541	Medicinal and pharmaceutical products, other than medicaments of Group 542
542	Medicaments (including veterinary medicaments)
551	Essential oils, perfume and flavour materials
553	Perfumery, cosmetic or toilet preparations (excluding soaps)
554	Soap, cleansing and polishing preparations
562	Fertilizers (other than those of Group 272)
571	Polymers of ethylene, in primary forms
572	Polymers of styrene, in primary forms

<b>Code</b>	<b>Description</b>
573	Polymers of vinyl chloride or of other halogenated olefins in primary forms
574	Polyacetals, other polyethers and epoxide resins, in primary forms; polycarbonates, alkyd resins, polyallyl esters and other polyesters
579	Waste, parings and scrap, of plastics
581	Tubes, pipes and hoses, and fittings therefor, of plastics
582	Plates, sheets, film, foil and strip, of plastics
583	Monofilament of which any cross-sectional dimension exceeds 1 mm, rods, sticks and profile shapes, whether or not surface-worked but not otherwise worked, of plastics
591	Insecticides, rodenticides, fungicides, herbicides, anti-sprouting products and plant-growth regulators, disinfectants and similar products, put up in forms or packings for retail sale or as preparations or articles (e.g. sulphur-treated bands, wicks and candles, and fly papers)
592	Starches, inulin and wheat gluten; albuminoidal substances; glues
593	Explosives and pyrotechnic products
597	Prepared additives for mineral oils and the like; prepared liquids for hydraulic transmission; anti-freezing preparations and prepared de-icing fluids; lubricating preparations
598	Miscellaneous chemicals products, N.E.S.
611	Leather



## SUPPLEMENT 3

### DESTINATION CODES

CODE	DESTINATION (Name in English)
<b>AFG</b>	AFGHANISTAN Islamic State of Afghanistan
<b>ALB</b>	ALBANIA Republic of Albania
<b>DZA</b>	ALGERIA People's Democratic Republic of Algeria
<b>AND</b>	ANDORRA Principality of Andorra
<b>AGO</b>	ANGOLA Republic of Angola
<b>ATG</b>	ANTIGUA AND BARBUDA
<b>ARG</b>	ARGENTINA Argentine Republic
<b>ARM</b>	ARMENIA Republic of Armenia
<b>AUS</b>	AUSTRALIA
<b>AUT</b>	AUSTRIA Republic of Austria
<b>AZE</b>	AZERBAIJAN Azerbaijani Republic
<b>BHS</b>	BAHAMAS Commonwealth of the Bahamas
<b>BHR</b>	BAHRAIN State of Bahrain
<b>BGD</b>	BANGLADESH People's Republic of Bangladesh
<b>BRB</b>	BARBADOS
<b>BLR</b>	BELARUS Republic of Belarus
<b>BEL</b>	BELGIUM Kingdom of Belgium
<b>BLZ</b>	BELIZE
<b>BEN</b>	BENIN Republic of Benin
<b>BTN</b>	BHUTAN Kingdom of Bhutan
<b>BOL</b>	BOLIVIA Republic of Bolivia
<b>BIH</b>	BOSNIA AND HERZEGOVINA Republic of Bosnia and Herzegovina
<b>BWA</b>	BOTSWANA Republic of Botswana
<b>BRA</b>	BRAZIL Federative Republic of Brazil
<b>BRN</b>	BRUNEI DARUSSALAM
<b>BGR</b>	BULGARIA Republic of Bulgaria
<b>BFA</b>	BURKINA FASO
<b>BDI</b>	BURUNDI Republic of Burundi
<b>KHM</b>	CAMBODIA Kingdom of Cambodia
<b>CMR</b>	CAMEROON Republic of Cameroon

<b>CODE</b>	<b>DESTINATION (Name in English)</b>
<b>CAN</b>	CANADA
<b>CPV</b>	CAPE VERDE Republic of Cape Verde
<b>CAF</b>	CENTRAL AFRICAN REPUBLIC
<b>TCD</b>	CHAD Republic of Chad
<b>CHL</b>	CHILE Republic of Chile
<b>CHN</b>	CHINA People's Republic of China (including Hong Kong and Macau)
<b>COL</b>	COLOMBIA Republic of Colombia
<b>COM</b>	COMOROS Islamic Federal Republic of the Comoros
<b>COG</b>	CONGO Republic of the Congo
<b>COK</b>	COOK ISLANDS
<b>CRI</b>	COSTA RICA Republic of Costa Rica
<b>CIV</b>	COTE D'IVOIRE Republic of Cote d'Ivoire
<b>HRV</b>	CROATIA Republic of Croatia
<b>CUB</b>	CUBA Republic of Cuba
<b>CYP</b>	CYPRUS Republic of Cyprus
<b>CZE</b>	CZECH REPUBLIC
<b>PRK</b>	DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA
<b>COD</b>	DEMOCRATIC REPUBLIC OF THE CONGO
<b>DNK</b>	DENMARK Kingdom of Denmark
<b>DJI</b>	DJIBOUTI Republic of Djibouti
<b>DMA</b>	DOMINICA Commonwealth of Dominica
<b>DOM</b>	DOMINICAN REPUBLIC
<b>ECU</b>	ECUADOR Republic of Ecuador
<b>EGY</b>	EGYPT Arab Republic of Egypt
<b>SLV</b>	EL SALVADOR Republic of El Salvador
<b>GNQ</b>	EQUATORIAL GUINEA Republic of Equatorial Guinea
<b>ERI</b>	ERITREA
<b>EST</b>	ESTONIA Republic of Estonia
<b>ETH</b>	ETHIOPIA Federal Democratic Republic of Ethiopia
<b>FJI</b>	FIJI Republic of Fiji
<b>FIN</b>	FINLAND Republic of Finland
<b>FRA</b>	FRANCE French Republic
<b>GAB</b>	GABON Gabonese Republic
<b>GMB</b>	GAMBIA Republic of Gambia
<b>GEO</b>	GEORGIA Republic of Georgia

<b>CODE</b>	<b>DESTINATION (Name in English)</b>
<b>DEU</b>	GERMANY Federal Republic of Germany
<b>GHA</b>	GHANA Republic of Ghana
<b>GRC</b>	GREECE Hellenic Republic
<b>GRD</b>	GRENADA
<b>GTM</b>	GUATEMALA Republic of Guatemala
<b>GIN</b>	GUINEA Republic of Guinea
<b>GNB</b>	GUINEA-BISSAU Republic of Guinea Bissau
<b>GUY</b>	GUYANA Republic of Guyana
<b>HTI</b>	HAITI Republic of Haiti
<b>VAT</b>	HOLY SEE (VATICAN CITY STATE) (Saint Siege)
<b>HND</b>	HONDURAS Republic of Honduras
<b>HUN</b>	HUNGARY Republic of Hungary
<b>ISL</b>	ICELAND Republic of Iceland
<b>IND</b>	INDIA Republic of India
<b>IDN</b>	INDONESIA Republic of Indonesia
<b>IRN</b>	IRAN (ISLAMIC REPUBLIC OF) Islamic Republic of Iran
<b>IRQ</b>	IRAQ The Republic of Iraq
<b>IRL</b>	IRELAND
<b>ISR</b>	ISRAEL State of Israel
<b>ITA</b>	ITALY Italian Republic
<b>JAM</b>	JAMAICA
<b>JPN</b>	JAPAN
<b>JOR</b>	JORDAN Hashemite Kingdom of Jordan
<b>KAZ</b>	KAZAKHSTAN Republic of Kazakhstan
<b>KEN</b>	KENYA Republic of Kenya
<b>KIR</b>	KIRIBATI
<b>KWT</b>	KUWAIT State of Kuwait
<b>KGZ</b>	KYRGYZSTAN Kyrgys Republic
<b>LAO</b>	LAOS PEOPLE'S DEMOCRATIC REPUBLIC
<b>LVA</b>	LATVIA Republic of Latvia
<b>LBN</b>	LEBANON Lebanese Republic
<b>LSO</b>	LESOTHO Kingdom of Lesotho
<b>LBR</b>	LIBERIA Republic of Liberia
<b>LBY</b>	LIBYAN ARAB JAMAHIRIYA Socialist People's Libyan Arab Jamahiriya
<b>LIE</b>	LIECHTENSTEIN Principality of Liechtenstein

<b>CODE</b>	<b>DESTINATION (Name in English)</b>
<b>LTU</b>	LITHUANIA Republic of Lithuania
<b>LUX</b>	LUXEMBOURG Grand Duchy of Luxembourg
<b>MDG</b>	MADAGASCAR Republic of Madagascar
<b>MWI</b>	MALAWI Republic of Malawi
<b>MYS</b>	MALAYSIA
<b>MDV</b>	MALDIVES Republic of Maldives
<b>MLI</b>	MALI Republic of Mali
<b>MLT</b>	MALTA Republic of Malta
<b>MHL</b>	MARSHALL ISLANDS Republic of the Marshall Islands
<b>MRT</b>	MAURITANIA Islamic Republic of Mauritania
<b>MUS</b>	MAURITIUS Republic of Mauritius
<b>MEX</b>	MEXICO United Mexican States
<b>FSM</b>	MICRONESIA Federated States of Micronesia
<b>MCO</b>	MONACO Principality of Monaco
<b>MNG</b>	MONGOLIA
<b>MAR</b>	MOROCCO Kingdom of Morocco
<b>MOZ</b>	MOZAMBIQUE Republic of Mozambique
<b>MMR</b>	MYANMAR Union of Myanmar
<b>NAM</b>	NAMIBIA Republic of Namibia
<b>NRU</b>	NAURU Republic of Nauru
<b>NPL</b>	NEPAL Kingdom of Nepal
<b>NLD</b>	NETHERLANDS Kingdom of The Netherlands
<b>NZL</b>	NEW ZEALAND
<b>NIC</b>	NICARAGUA Republic of Nicaragua
<b>NER</b>	NIGER Republic of Niger
<b>NGA</b>	NIGERIA Federal Republic of Nigeria
<b>NIU</b>	NIUE Republic of Niue
<b>NOR</b>	NORWAY Kingdom of Norway
<b>OMN</b>	OMAN Sultanate of Oman
<b>PAK</b>	PAKISTAN Islamic Republic of Pakistan
<b>PLW</b>	PALAU Republic of Palau
<b>PAN</b>	PANAMA Republic of Panama
<b>PNG</b>	PAPUA NEW GUINEA
<b>PRY</b>	PARAGUAY Republic of Paraguay
<b>PER</b>	PERU Republic of Peru

<b>CODE</b>	<b>DESTINATION (Name in English)</b>
<b>PHL</b>	PHILIPPINES Republic of Philippines
<b>POL</b>	POLAND Republic of Poland
<b>PRT</b>	PORTUGAL Portuguese Republic
<b>QAT</b>	QATAR State of Qatar
<b>KOR</b>	REPUBLIC OF KOREA
<b>MDA</b>	REPUBLIC OF MOLDOVA
<b>ROM</b>	ROMANIA
<b>RUS</b>	RUSSIAN FEDERATION
<b>RWA</b>	RWANDA Rwandese Republic
<b>KNA</b>	SAINT KITTS AND NEVIS
<b>LCA</b>	SAINT LUCIA
<b>VCT</b>	SAINT VINCENT AND THE GRENADINES
<b>SMR</b>	SAN MARINO Republic of San Marino
<b>STP</b>	SAO TOME AND PRINCIPE Democratic Republic of Sao Tome and Principe
<b>SAU</b>	SAUDI ARABIA Kingdom of Saudi Arabia
<b>SEN</b>	SENEGAL Republic of Senegal
<b>SYC</b>	SEYCHELLES Republic of Seychelles
<b>SLE</b>	SIERRA LEONE Republic of Sierra Leone
<b>SGP</b>	SINGAPORE Republic of Singapore
<b>SVK</b>	SLOVAKIA Slovak Republic
<b>SVN</b>	SLOVENIA Republic of Slovenia
<b>SLB</b>	SOLOMON ISLANDS
<b>SOM</b>	SOMALIA Somali Democratic Republic
<b>ZAF</b>	SOUTH AFRICA Republic of South Africa
<b>ESP</b>	SPAIN Kingdom of Spain
<b>LKA</b>	SRI LANKA Democratic Socialist Republic of Sri Lanka
<b>SDN</b>	SUDAN Republic of the Sudan
<b>SUR</b>	SURINAME Republic of Suriname
<b>SWZ</b>	SWAZILAND Kingdom of Swaziland
<b>SWE</b>	SWEDEN Kingdom of Sweden
<b>CHE</b>	SWITZERLAND Swiss Confederation
<b>SYR</b>	SYRIAN ARAB REPUBLIC
<b>TJK</b>	TAJIKISTAN Republic of Tajikistan
<b>THA</b>	THAILAND Kingdom of Thailand
<b>MKD</b>	FORMER YUGOSLAV REPUBLIC OF MACEDONIA

<b>CODE</b>	<b>DESTINATION (Name in English)</b>
<b>TGO</b>	TOGO Togolese Republic
<b>TON</b>	TONGA Kingdom of Tonga
<b>TTO</b>	TRINIDAD AND TOBAGO Republic of Trinidad and Tobago
<b>TUN</b>	TUNISIA Republic of Tunisia
<b>TUR</b>	TURKEY Republic of Turkey
<b>TKM</b>	TURKMENISTAN
<b>TUV</b>	TUVALU
<b>UGA</b>	UGANDA Republic of Uganda
<b>UKR</b>	UKRAINE
<b>ARE</b>	UNITED ARAB EMIRATES
<b>GBR</b>	UNITED KINGDOM United Kingdom of Great Britain & Northern Ireland
<b>TZA</b>	UNITED REPUBLIC OF TANZANIA
<b>USA</b>	UNITED STATES United States of America
<b>URY</b>	URUGUAY Eastern Republic of Uruguay
<b>UZB</b>	UZBEKISTAN Republic of Uzbekistan
<b>VUT</b>	VANUATU Republic of Vanuatu
<b>VEN</b>	VENEZUELA Republic of Venezuela
<b>VNM</b>	VIET NAM Socialist Republic of Viet Nam
<b>YEM</b>	YEMEN Republic of Yemen
<b>YUG</b>	YUGOSLAVIA Federal Republic of Yugoslavia
<b>ZMB</b>	ZAMBIA Republic of Zambia
<b>ZWE</b>	ZIMBABWE Republic of Zimbabwe
<b>TAI</b>	TAIWAN <sup>1</sup>

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1 Transfers to Taiwan of Schedule 2 and 3 chemicals must be declared or reported using the Destination Code “TAI”. This requirement does not imply recognition of the Taiwan authorities nor an official relationship with Taiwan.

## SUPPLEMENT NO. 4

### GLOSSARY OF TERMS

The following is an explanation of terms used in this Handbook. All terms, except those noted by an asterisk (\*), are reprinted from the Chemical Weapons Convention Regulations (15 CFR Section 710) for your convenience.

**Act (The).** Means the Chemical Weapons Convention Implementation Act of 1998 (22 U.S.C.6701 et seq.).

**Bureau of Export Administration (BXA).** Means the Bureau of Export Administration of the United States Department of Commerce, including the Office of Export Administration and the Office of Export Enforcement.

**By-product.** Means any chemical substance or mixture produced without a separate commercial intent during the manufacture, processing, use or disposal of another chemical substance or mixture.

**Chemical Weapon.** Means the following, together or separately:

(1) A toxic chemical and its precursors, except where intended for purposes not prohibited under the Chemical Weapons Convention (CWC), provided that the type and quantity are consistent with such purposes;

(2) A munition or device, specifically designed to cause death or other harm through the toxic properties of those toxic chemicals specified in paragraph (1) of this definition, which would be released as a result of the employment of such munition or device; or

(3) Any equipment specifically designed for use directly in connection with the employment of munitions or devices specified in paragraph (2) of this definition.

**Chemical Weapons Convention (CWC or Convention).** Means the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction, and its annexes opened for signature on January 13, 1993.

**Chemical Weapons Convention Regulations (CWCR).** Means the regulations contained in 15 CFR parts 710 through 722.

**Consumption.** Consumption of a chemical means its conversion into another chemical via a chemical reaction. Unreacted material must be accounted for as either waste or as recycled starting material.

**Declaration\*.** Means forms submitted to the U.S. Government on chemical activities that are above specified thresholds and are required pursuant to the CWC.

**Declaration or report form.** Means a multi-purpose form due to BXA regarding activities involving Schedule 1, Schedule 2, Schedule 3, or unscheduled discrete organic chemicals. Declaration forms will be used by facilities that have data declaration obligations under the CWC and are “declared” facilities whose facility-specific information will be transmitted to the OPCW. Report forms will be used by entities that are “undeclared” facilities or trading companies that have limited reporting requirements for only export and import activities under the CWC and whose facility-specific information will not be transmitted to the OPCW. Information from declared facilities, undeclared facilities and trading companies will also be used to compile U.S. national aggregate figures on the production, processing, consumption, export and import of specific chemicals. See also related definitions of declared facility, undeclared facility and report.

**Declaration or Report Point of Contact (D/R-POC)\*.** Means a person who is responsible for clarifying information provided in the declaration or report and for general information. The D/R-POC need not be the person who prepares the declaration or report forms or signs the Certification Form.

**Declared facility or plant site.** Means a facility or plant site required to complete data declarations of activities involving Schedule 1, Schedule 2, Schedule 3 or unscheduled discrete organic chemicals above specified threshold quantities. Only certain declared facilities and plant sites are subject to routine inspections under the CWC. Plant sites that produced either Schedule 2 or Schedule 3 chemicals for CWC purposes at any time since January 1, 1946, are also “declared” plant sites. However, such plant sites are not subject to routine inspection if they are not subject to declaration requirements because of past production, processing, or consumption of Scheduled or unscheduled discrete organic chemicals above specified threshold quantities.

**Dedicated and multipurpose Schedule 2 chemical plants\*.** Means the following:

A Schedule 2 plant is dedicated when its process configuration is dedicated to the declarable activity/ies (production/processing/consumption) in relation to the declared Schedule 2 chemical(s).

A Schedule 2 plant is multi-purpose when the plant is designed to provide the means for the production of a variety of products by virtue of enabling more than one process configuration, i.e., the reconfiguration of the equipment and the piping as required for these different processes.

**Destination Codes\*.** Means a three-letter code used to designate the destination from which CWC Scheduled Chemicals were exported to or imported from the United States. Destination codes are listed in Supplement No. 3.



**Discrete organic chemical.** Means any chemical belonging to the class of chemical compounds consisting of all compounds of carbon, except for its oxides, sulfides, and metal carbonates, identifiable by chemical name, by structural formula, if known, and by Chemical Abstract Service registry number, if assigned.

**Domestic Transfer.** Means, with regard to declaration requirements for Schedule 1 chemicals under the CWCR, any movement of any amount of Schedule 1 chemical outside the geographical boundary of a facility in the United States to another destination in the United States, for any purpose. Domestic transfer includes movement between two divisions of one company or a sale from one company to another. Note that any movement to or from a facility outside the United States is considered an export or import for reporting purposes, not a domestic transfer.

**EAR.** Means the Export Administration Regulations (15 CFR parts 730 through 799).

**Entity\*.** Means any person involved in the production, processing, consumption, export or import of Scheduled Chemicals and Unscheduled Discrete Organic Chemicals.

**Facility.** Means any plant site, plant or unit.

**Impurity.** Means a chemical substance unintentionally present with another chemical substance or mixture.

**Inspection Point of Contact (I-POC)\*.** Means the person who is available on a 24-hour basis to receive notice of an impending inspection of a declared plant site by the U.S. Government.

**Manufacture\*.** Means the act or process of producing a product from raw materials (suitable for use).

**Operator\*.** Means the person who is in charge of the daily operations of a plant or plant site. This person can also sign and verify the accuracy of declarations and reports that are submitted to BXA. This person can also be present during inspections.

**Organization for the Prohibition of Chemical Weapons (OPCW).** Means the international organization, located in The Hague, The Netherlands, that administers the CWC.

**Owner\*.** Means the person who owns or possess the plant or plant site.

**Person.** Means any individual, corporation, partnership, firm, association, trust, estate, public or private institution, any State or any political subdivision thereof, or any political entity within a State, any foreign government or nation or any agency, instrumentality or political subdivision of any such government or nation, or other entity located in the United States.

**Plant.** Means a relatively self-contained area, structure or building containing one or more units with auxiliary and associated infrastructure, such as:

- (1) Small administrative area;
- (2) Storage/handling areas for feedstock and products;
- (3) Effluent/waste handling/treatment area;
- (4) Control/analytical laboratory;
- (5) First aid service/related medical section; and
- (6) Records associated with the movement into, around, and from the site, of declared chemicals and their feedstock or product chemicals formed from them, as appropriate.

**Plant Site.** Means the local integration of one or more plants, with any intermediate administrative levels, which are under one operational control, and includes common infrastructure, such as:

- (1) Administration and other offices;
- (2) Repair and maintenance shops;
- (3) Medical center;
- (4) Utilities;
- (5) Central analytical laboratory;
- (6) Research and development laboratories;
- (7) Central effluent and waste treatment area; and
- (8) Warehouse storage.

**Precursor.** Means any chemical reactant which takes part, at any stage in the production, by whatever method, of a toxic chemical. The term includes any key component of a binary or multicomponent chemical system.

**Processing.** Means a physical process such as formulation, extraction and purification in which a chemical is not converted into another chemical.

**Product Group Codes\*.** Means Standard International Trade Classification (SITC) Codes used to describe the kind of ultimate products manufactured at the plant or plant site (see definition of SITC codes).

**Production.** Means the formation of a chemical through chemical reaction.

**Production Capacity\*.** Means the annual quantitative potential for manufacturing a specific chemical based on the technological process actually used or, if the process is not yet operational, planned to be used at the relevant facility. It shall be deemed to be equal to the nameplate capacity or, if the nameplate capacity is not available, to the design capacity. For the purpose of Schedule 2 declarations, the nameplate capacity is the product output under conditions optimized for maximum quantity for the production facility, as demonstrated by one or more test-runs. The design capacity is the corresponding theoretically calculated product output, without test data or other supportive plant specific information.

**PSF- chemical\*.** Means an Unscheduled Discrete Organic Chemical containing one of more elements of phosphorus, sulfur or fluorine.

**Quantity\*.** Means the actual quantity of a chemical. Where the product contain less than 100% of the chemical, the contained quantity of the chemical in the product shall be declared.

**Report.** Means information due to BXA on exports and imports of Schedule 1, Schedule 2 or Schedule 3 chemicals above applicable thresholds. Such information is included in the national aggregate declaration transmitted to the OPCW. Facility-specific information is *not* included in the national aggregate declaration. Note: This definition does not apply to parts 719 and 720 (see §719.1) of the CWC.

**Standard International Trade Classification Codes (SITC)\*.** Means United Nations trade classification codes which describes the kind of products manufactured at the plant or plant site based upon the main activities (see Supplement No. 2).

**Storage\*.** For purposes of Schedule 1 declarations, means any quantity of chemical that is not accounted for under the categories of production, export, import, consumption or domestic transfer.

**Synthesis.** Means production of a chemical from its reactants.

**Toxic chemical.** Means any chemical which, through its chemical action on life processes, can cause death, temporary incapacitation, or permanent harm to humans or animals. The term includes all such chemicals, regardless of their origin or of their method of production, and regardless of whether they are produced in facilities, in munitions, or elsewhere. Toxic chemicals that have been identified for the application of verification measures are in schedules contained in Supplements No. 1 to parts 712 through 714 of the CWC.

**Trading Company.** Means any person involved in the export and/or import of scheduled chemicals in amounts greater than specified thresholds, but not in the production, processing or consumption of such chemicals in amounts greater than threshold amounts requiring declaration. If such persons exclusively export or import scheduled chemicals in amounts greater than specified thresholds, they are subject to reporting requirements but are not subject to routine inspections.

**Transfer to Other Industry\*.** Means transfers of Schedule 3 chemicals to industries such as agriculture, construction, manufacturing, pharmaceutical and service industries.

**Undeclared facility or plant site.** Means a facility or plant site that is not subject to declaration requirements because of past or anticipated production, processing or consumption involving scheduled or unscheduled discrete organic chemicals above specified threshold quantities. However, such facilities and plant sites may have a reporting requirement for exports or imports of such chemicals.

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